

TITLE, SERIES, GRADE: Human Resources Specialist (Employee Relations)  
GS-201-12/13/14

SALARY RANGE: GS-12: \$66,767 - \$86,801 per annum  
GS-13: \$79,397 - \$103,220 per annum  
GS-14: \$93,822 - \$121,967 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-14

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-JC-070

AREA OF CONSIDERATION: Government-Wide (Status Candidates Only) and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 09/06/07

CLOSING DATE: 09/20/07

DUTY LOCATION(S): Criminal Division, Office of Administration, Human Resources Management Unit, Employee Relations and Benefits Section, Washington, DC

NUMBER OF VACANCIES: One Position

As you explore your future job options, we invite you to consider the rewarding and challenging career opportunity of serving as a Human Resources Specialist (Employee Relations) for the Criminal Division. The Criminal Division has responsibility for a wide variety of challenging work that touches on every area of criminal law. Indeed, as the second largest Legal Division in the Department of Justice, the subject matter of the Division's litigation and policy mission is as broad and diverse as today's headline news, from counter-terrorism to fraud to computer crimes, and more. For more information regarding the work of the Criminal Division, please visit our website at: [www.usdoj.gov/criminal](http://www.usdoj.gov/criminal).

The Division's Human Resources Management Unit, a fully operational personnel office, is committed to providing customer-focused services and innovative solutions within a fast-paced team environment that supports the work of the Division's more than 800, mostly DC-based, employees. The Human Resources Specialist position being advertised is located on the Employee Relations Staff, which provides technical and advisory support to management and employees relating to discipline and adverse actions, case support for formal third-party proceedings, grievances, performance management, leave administration, workers compensation program, retirement, worklife programs and incentive awards.

We encourage you to learn more about joining our fast-paced work environment and become part of a dynamic team responsible for all facets of employee relations work.

## JOB SUMMARY

- Serves as an expert on employee relations, personnel suitability, and adverse performance matters for the Division.
- Develops options and recommendations necessary to resolve difficult and complex employee relations problems.
- Prepares or reviews formal disciplinary and adverse actions, actions to withhold within-grade increases, actions to assign unsatisfactory performance ratings, and Department responses to employee appeals and grievances and EEO complaints.
- Personally handles particularly sensitive or complex cases which arise from decisions or stands taken by management.
- Provides advice to supervisors and employees regarding matters of communications, rights, grievances, appeals, and actions useful in building positive working relationships.
- Serves as a senior technical advisor to the HR Officer, Executive Officer and the Division Executive managers in the review of employee requests for a variety of work life programs (e.g., alternative work schedules, flexiplace, job sharing, etc).
- Serves as the Division's technical expert on the handling of complaints of unwanted sexual attention and other sexual misconduct..
- Reviews new personnel regulations, assessing the possible impact on the Criminal Division's employee relations programs.
- Develops and presents training to supervisors, management officials and staff members on areas within the incumbent's program responsibilities.
- Manages the administration of the Division's workers' compensation program.
- Provides oversight review and guidance, as needed, in the areas of retirement, thrift savings, health benefits, and life insurance.
- Develops standard operating procedures and/or Administrative Policy Memoranda
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of federal laws, regulations, policies and procedures relating to employee relations and benefits.
- 2) Ability to systematically analyze information, evaluate its effect and recommend solutions or the

proper course of action.

3) Ability to handle third party cases.

4) Knowledge of the interrelationships between employee/labor relations function and other major personnel administrative functions.

5) Ability to communicate orally and in writing.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, training, types of official recognition received, and supervisory appraisal of performance.

#### **HOW TO APPLY:**

-Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.

-Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.

- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

-Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related

skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to:  
[CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV) and/or faxed to 202-353-0775.

- Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Individuals claiming veterans preference must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-point or 30-point preference must submit a letter from the Department of Veterans' Affairs.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications mailed in government franked envelopes will result in non-consideration for this position. This includes those sent through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- Time-in-grade requirements must be met by the closing date of this announcement.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

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